



City of Tempe

URBAN FORESTER

JOB CLASSIFICATION INFORMATION

<i>Job Code:</i>	571	<i>FLSA Status:</i>	Exempt
<i>Department:</i>	Community Services	<i>Salary / Hourly Minimum:</i>	\$74,535
<i>Supervision Level:</i>	Supervisor	<i>Salary / Hourly Maximum:</i>	\$100,622
<i>Employee Group:</i>	TSA	<i>State Retirement Group:</i>	ASRS
<i>Status:</i>	Classified	<i>Market Group:</i>	Principal Planner
<i>Drug Screen / Physical:</i>	N	<i>EEO4 Group:</i>	Professionals

DISTINGUISHING CHARACTERISTICS

REPORTING RELATIONSHIPS

Receives general direction from the Deputy Community Services Director - Parks & Recreation.
Exercises supervision and direction to assigned staff and provides technical and functional direction to employees throughout the city.

MINIMUM QUALIFICATIONS

<i>Experience:</i>	Five years of increasing responsible experience in arboriculture or urban forestry, including two years of experience administering contracts, coordinating the work of contractors and/or supervising employees.
<i>Education:</i>	Equivalent to a Bachelor's degree from an accredited college or university with major course work in urban forestry, urban horticulture, botany, public administration, business administration or a degree related to the core functions of this position.
<i>License / Certification:</i>	<ul style="list-style-type: none">• Must possess and maintain a valid driver's license.• International Society for Arboriculture (ISA) certified arborist (required at the time of hire)• International Society of Arboriculture (ISA) municipal specialist (required within 6 months of hire)

ESSENTIAL JOB FUNCTIONS

Essential job functions are the fundamental duties of a position: the things a person holding the job absolutely must be able to do.

To actively support and uphold the City's stated mission and values. To perform a variety of complex and highly responsible professional administrative duties involved in the study, planning, development,

coordination and implementation of systems, programs, procedures and practices in support of the city's urban forestry program. Provide technical expertise and direction to operational staff. Provide input and recommendations to management on program policies and goals.

OTHER DUTIES AS ASSIGNED

Please note this job description is not designed to cover or contain a comprehensive listing of all activities, duties or responsibilities that are required of the employee for this job. Duties, responsibilities and activities may change at any time with or without notice.

- Perform job duties adequately and properly; follow personnel and department policies and operating procedures; show respect, tact, and courtesy in dealings with coworkers and the general public; behave in a manner that does not obstruct or hinder other employees from completing their duties; act in a manner that is safe and follow the City's safety procedures at all times.
- Oversee the city's Urban Forest Program, serving as the technical expert, leader and spokesperson for urban forestry within the City of Tempe;
- Develop and implement the Urban Forestry Management Plan, coordinating short and long-range planning activities to ensure sound stewardship of public trees;
- Actively participate in the development of city codes, plans and regulations pertaining to the management and protection of the urban forest and benefits provided;
- Develop guidelines and requirements for projects, including reviewing and approving new construction plans;
- Develop, implement and monitor tree safety inspection program to ensure public safety and reduce tree liabilities due to tree failure;
- Monitor all urban forestry maintenance activities on city properties including parks, preserves, pathways and rights-of-way;
- Develop and implement strategies to meet water conservation guidelines and best management practices for urban tree health;
- Administer and monitor contracted tree maintenance activities;
- Develops and coordinates multi-agency/multi-party tree planting projects;
- Prepare and administer grants, and provide support to outside agencies in the preparation of grants, for enhancement of city property;
- Develop educational materials and conduct informational workshops/presentations for the public and city staff on forestry management practices and policies;
- Respond to requests and inquiries from the general public and other city departments; investigate complaints and recommend corrective action as necessary for resolution;
- Prepare complex, concise, clear, and accurate written and oral reports for management, City Council, boards and commissions, and the public;
- Operate and maintain data in various computerized systems and accurate records of work performed, materials used, and associated work;
- Participate in preparation of the workgroup budget; monitor, review, approve and control expenditures including purchases;
- Select, train, motivate, track, assign, and oversee the work of staff; establish schedules and methods for work performed; and ensure adherence to proper workgroup procedures and

policies;

- Provide pro-active performance planning utilizing performance management tools.
- Review organizational goals and objectives; establish and discuss job duties and performance expectations; set performance goals;
- Ensure proper safety protocols are in place and adhered to at all times;
- Perform related duties as assigned.
- Physically present to perform the duties of the position.

PHYSICAL DEMANDS *AND* WORK ENVIRONMENT

- Lift heavy objects up to 20 lbs.;
- Move heavy objects with forklift, dolly, etc. (i.e. 95 -gallon recycling containers);
- Operate city vehicles;
- Climb stairways, ladders, and work on elevated structures;
- Work in a stationary position (at a desk or at a computer) for considerable periods of time;
- Operates computers, calculators and other office machines;
- Extensive reading and close vision work;
- Work out-of-doors in inclement weather;
- Exposure to heat, cold, dampness, dust, pollen, odors, fumes, etc.;
- Exposure to hazards of electrical shock, falls, noise, equipment operation, etc.;
- Exposure to blood and airborne pathogens; bodily fluids; etc.;
- Exposure to chemicals, petroleum products, cleaning agents, fumes, etc.;
- May require working extended hours;
- May work alone for extended periods of time at the office;
- May require evening and weekend work.

COMPETENCIES

<i>CLASSIFICATION LEVEL</i>	<i>INCLUDES</i>	<i>COMPETENCIES</i>
Foundational	All Employees	Inclusion, Communication, Interpersonal Skills, Integrity, Professionalism, and Willingness to Learn
Non-Supervisory	In Addition >	Teamwork, Customer Service, Initiative, and Dependability / Reliability
Supervisory	In Addition >	Staffing, Monitoring Work, Delegating, Development / Mentoring, and Support Others
Manager	In Addition >	Preparing / Evaluating Budgets, Monitoring / Controlling Resources, and Motivating / Inspiring
Deputy Director	In Addition >	Entrepreneurship and Networking
Director	In Addition >	Organizational Vision

For more information about the City of Tempe's competencies for all classifications:

[City of Tempe, AZ : Competencies](#)

JOB DESCRIPTION HISTORY
<i>Effective January 2019</i>